



Job Title: Procurement Officer

Department: Town Hall

Division: Town Hall Administration

Immediate Supervisor: Town Manager

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 6/2014	Revision Date:	

BRIEF DESCRIPTION OF THE JOB:

Incumbent performs professional-level purchasing duties involving a wide variety of materials, supplies, equipment, and services. Responsibilities include communicating with suppliers, contractors, and department staff regarding purchase requisitions, specifications, bids, contracts, orders and related matters; the drafting, review, and comparison of specifications and prices of competitive items; the examination, inspection, and comparison of the quality of merchandise and/or services purchased or to be purchased; the drafting, editing, review, and interpretation of contract terms, conditions, and specifications; the evaluations of proposals, bids and quotations; and the awarding or recommendation of contract awards within prescribed limits. As the centralized approval for purchasing, incumbent provides guidance, assistance and training to staff on Town purchasing policies and procedures operating within the framework of all applicable laws, rules, and regulations related to procurement in a government agency.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs professional procurement of a wide variety of materials, supplies, services, and equipment.
2	S	Prepares and issues formal solicitations including Invitations for Bid, Requests for Proposals, and Requests for Qualifications and Experience; evaluates responses to solicitations based on vendor qualifications, price and conformance requirements; issues addenda to solicitations and amendments to contracts as required.
3	S	Creates, develops and manages annual contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluations and approval of contractor change orders, contract amendments, monitors and evaluates contractor performance, contract renewals and addressing vendor/contractor deficiencies; coordinates legal review as needed.



4	S	Conducts public pre-bid/proposal conferences and public solicitation openings and serves as chairperson/facilitator for evaluation meetings and requesting Best and Final Offers.
5	S	Serves as a commodity and service specialist and information resource to user departments, other government entities and the public to interpret, explain, and makes decisions regarding public procurement law and department policies; provides training on procurement process to user departments.
6	S	Researches and advises user departments on market trends, new product and service developments and alternative source selections.
7	S	Prepares contract administration documents including contract expiration notices, contract summaries, reviews Vendor Deficiency Reports, host post award meetings, and conducts contract user surveys as applicable.
8	S	Maintains and tracks insurance documentations for all current contracts.
9	S	Maintains and tracks all construction contracts that have retainage amounts.
10	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
11	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education	Requires a Bachelor's Degree in Business Management, Materials Management, Purchasing, or related field.
Experience	Requires three years professional level procurement experience involving the acquisition of equipment, supplies, commodities, or services for a government agency or private company with a substantial purchasing program involving a competitive bidding and negotiation process; experienced in developing, evaluating and administering contracts, preferably for a municipal government; or, an equivalent combination of education and experience to successfully perform the essential duties of the job.
Driver's License	Valid Driver's License required, Arizona Driver's License required within ten days of hire.
Certifications	Certification from the Universal Public Purchasing Council as a Certified Public Purchasing Buyer (CPPB) or equivalent preferred at time of hire or within timeframe required based on professional or educational applicant requirements (maximum of 3 years).



PHYSICAL DEMANDS

Frequency Code Scale

N = Never Never Occurs		R = Rarely Less than 1 hour/week		O = Occasionally Up to 1/3 of the time		F = Frequently From 1/3 to 2/3 of the time		C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)				Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers				Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses	
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment				Climbing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment	
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site				Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site	
Lifting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Foot Controls	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone	
Carrying	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Balancing	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools	
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving				Bending	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input type="checkbox"/> Retrieving items from lower shelves/ground	
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files				Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input type="checkbox"/> Retrieving items from lower shelves/ground	
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies				Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input type="checkbox"/> Listening to equipment	
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input type="checkbox"/> Retrieving items from lower Shelves/ground				Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle	
Crawling	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches				Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public	
Other									



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never	
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS			PRIMARY WORK LOCATION
Mechanical Hazards	N	Dirt and Dust	N		Office Environment X
Chemical Hazards	N	Extreme Temperatures	N		Warehouse
Electrical Hazards	N	Noise and Vibration	N		Shop
Fire Hazards	N	Fumes and Odors	N		Vehicle
Explosives	N	Wetness/Humidity	N		Outdoors
Communicable Diseases	N	Darkness or Poor Lighting	N		Other
Physical Danger or Abuse	N				

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	
Work on Weekends	
Typical 40 Hour Work Week	X
Overtime	
Call Out	

PROTECTIVE EQUIPMENT REQUIRED:

N/A



NON-PHYSICAL DEMANDS:

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				R
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				R
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				O
Noisy/Distracting Environment				R
Performing Mathematical Calculations				R
Supervision and/or Managerial				C

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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